

## Examples of Requisite Skills

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The examples below are not intended to be an exhaustive list.

It is at the hiring agency's discretion as to what constitutes a requisite skill as long as it is a necessity for the job in which they are advertising.

- **Communication Skills** - Communication skills are about transmitting and receiving messages clearly, and being able to read your audience. Communication skills can be verbal, non-verbal and written.
- **Planning**- Planning is establishing priorities systematically, differentiating between urgent, important and unimportant tasks.
- **Organizing Skills** – Organizing skills are focusing on the projects at hand. Organizational skills in the workplace can include time management, scheduling, coordinating resources and meeting deadlines.
- **Creative Thinking** - Creative thinking is essential for any organization to prevent stagnation and to keep the business moving forward.
- **Analytical Thinking** - Analytical thinking is the ability to visualize, articulate, conceptualize or solve both complex and uncomplicated problems by making decisions that are sensible given the available information.
- **Attention to Detail** - Attention to detail achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.
- **Time Management** - Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.
- **Leadership Skills** - Leadership skills is an essential component in positioning executives to make thoughtful decisions about their organization's mission and goals, and properly allocate resources to achieve those directives.
- **Teamwork** - Teamwork is often a crucial part of a business, as it is often necessary for colleagues to work well together, trying their best in any circumstance. Teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals.
- **Initiative** - Initiative is an individual's action that begins a process, often done without direct managerial influence.
- **Ability to Work Under Pressure** - Ability to work under pressure is the ability to cope with a high volume of work, foreseeing work problems and being able to plan for them. Ability to stay focused on the task during a crisis. Ensuring your work performance is not hindered in demanding times.
- **Decision Making** - Decision-making is the thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all before a decision is made.

